



Croydon High School GDST Whole School Attendance Policy

Responsibility: Deputy Head (Pastoral)
Last review: November 2021
Next review: September 2022

At Croydon High School we see pupil attendance as critical to academic success and social integration. We monitor attendance rates on an ongoing basis and teachers, tutors and pastoral leads will take action if a pupil's absence becomes a concern, as required by the law.

We ask parents to familiarise themselves with our policy guidelines and help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

Aims and Purpose:

Croydon High School expects excellent levels of attendance at the School. The clear link between good levels of attendance and a pupil reaching academic potential is recognised, as is the social impact of a pupil missing school unnecessarily. Patterns of poor attendance may point to an underlying factor which needs addressing. It is also recognised that young people do occasionally fall ill, and one's individual recovery to a healthy state before returning to school is important, as is the need to protect the community from spread of infection.

Leave of absence

Leave of absence can only be authorised by the Headmistress, and may only be permitted in exceptional circumstances. Parents should submit their request to the Headmistress no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

Action on school absence

It is the parents' responsibility to telephone the School concerning the reason for a pupil's absence on the first day of absence, and each subsequent day thereof, and to provide such further information as may be required. If the School is not notified of a pupil's absence a call will be made to parents. Schools are expected to remain in contact with parents on a regular basis until the pupil returns.

On return to School, parents must supply a note or email to the pupil's form tutor/class teacher indicating the cause of the absence. If this is not forthcoming the absence will be investigated. If no absence note is received, the absence will be recorded as unauthorised. Parents are informed if absences are recorded as unauthorised.

If an absence occurs, it is the responsibility of the pupil to make up any lost work. If an absence is known in advance, the pupil must approach individual members of staff for guidance.

Reasons for absence

Illness

Parents are requested to inform the School each day of a child's illness. COVID isolations are an exception to this. Parents are asked to provide the start and end dates of isolation periods and will be advised accordingly.

Medical and Dental Appointments

Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances.

Bereavement

It is helpful if we are informed of family bereavement so that we can offer pupils sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious Observance

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a pupil's parents belong.

Family/Domestic Problems

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Special Occasions

Exceptional occasions may be sanctioned through authorised absence. Such events might include a sibling's graduation or family wedding. Attending sports events or concerts are not sufficient cause for authorisation.

Study Leave

Study leave may be authorised during the official examination period for Years 11 and Upper Sixth only. A letter is always sent to parents before study leave commences. Parents are asked to note carefully the dates on which study leave commences.

Although most pupils prefer to study at home during examination periods, there are always study facilities available in school for those who wish to work in school. Authorisation for absence for studying will not be given for periods outside those indicated to parents.

Study leave is a privilege which may be withdrawn if a pupil seems unlikely to use the time profitably.

Sixth Form

Open Days

Sixth Form pupils are expected to visit Universities and Colleges during school holidays. However, a maximum two Open Days may be attended during term time if appropriate letters requesting authorisation for absence are brought in.

Interviews

Sixth formers must, of course, attend interviews at Universities and Colleges at the times and on the dates allocated by the institutions. It is essential that they keep their Form Tutors informed of these dates.

Returning to school

Sometimes a pupil who has been off school for some time finds it difficult to return. In such circumstances it is of paramount importance that parents contact the Tutor and Head of Year in the first instance to discuss procedures for supported reintegration.

Punctuality

Pupils are expected to be prompt for registration. If a pupil is late, they must register at Reception as soon as possible. If a pupil fails to do this, the School will assume they are absent. Lateness without reasonable cause will be deemed to be unauthorised absence. Lateness after 9.30am will be deemed as an absence and will require a note of explanation from a parent.

Monitoring of attendance

Attendance registers are kept in order on a daily basis by the Attendance Officer in Seniors and by the Junior School Secretary in Juniors. In Seniors, tutors are vigilant to any emerging patterns of absence among their tutees, or of any tutee whose absence rates appear to be rising. In the Junior School any patterns of absence for a specific pupil will be noted by the class teacher and raised with the Head of Junior School.

School wide reports are run periodically to monitor percentage attendance levels.

In Juniors, if a pupil's attendance is raised as a concern by the class teacher or falls below 93% then the record will be inspected more closely, and if no valid reason can explain the decline, the Head of Junior School will send a letter to parents/guardians highlighting the possible cause for concern. If no improvement is seen, then the parents/guardians will be invited in for a face-to-face meeting with the Head of Junior School to discuss any issues and identify any support that the School may offer. If this intervention continues to have no impact, the Education Welfare Officer is informed.

In Seniors, if a pupil falls below 93% attendance, their record is inspected more closely, and if no valid reason can explain the decline, the Head of Year will send a letter to parents/guardians highlighting the possible cause for concern. If no improvement, or a deterioration in attendance, is seen, the Deputy Head will make contact with the family to remind them of the joint home and School responsibility to ensure access to education for each child. If this intervention continues to have no impact, the Education Welfare Officer is informed.

Guideline attendance figures (please note, these are for authorised absence):

93% Head of Year contact

Below 90% Head of Year letter

Below 85% Deputy Head letter, moving to Education Welfare Officer as necessary.

Unauthorised absence

The School follows up unauthorised absence immediately via the Attendance Officer in Seniors or the Junior School Secretary in Juniors. For any more than 3 unauthorised absences in a two-week period, cases would be referred to the Education Welfare Officer.